

United States Government

Department of Energy

Oak Ridge Office

memorandum

DATE: January 4, 2008

REPLY TO
ATTN OF: SO-202:Pruitt

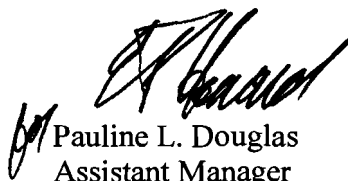
SUBJECT: **2007 SECURITY REFRESHER BRIEFING**

TO: All ORO, TJSO, OSTI, PPPO, BSO, and SSO Employees

The Department of Energy (DOE) Manual 470.4-1, *Safeguards and Security Program Planning and Management*, Part 2, Section K, requires that all employees who possess an active DOE access authorization receive annual (at least every 12 months) refresher briefings.

The *2007 Annual Security Refresher Briefing* is now available for all employees holding an active DOE Access Authorization (Security Clearance). You can access the training by going to <https://psec.oro.doe.gov/>. Click on the link "Security Refresher" and complete the log-on process and briefing (your computer must be configured to allow pop-ups). The system is configured to automatically document when each employee completes the training, but each employee must also print and retain a copy of their "Acknowledgement Form" in order to further document that they have completed the training. This training must be completed by **January 31, 2008**. Failure to complete the training by that date may result in the administrative termination of your access authorization.

If you have any questions or require assistance in meeting this requirement, please contact Steve Pruitt, Oak Ridge Office Security Awareness Program Manager, of my staff at (865) 576-0916 / pruittsa@oro.doe.gov , or Kim Dodson, Administrative Support Specialist, at (865) 576-0921.


Pauline L. Douglas

Assistant Manager
for Security and Emergency Management